

**Decision Making and Absence Authorisation Rationale**

Absence Reason Provided	Authorised/ Unauthorised	Rationale	Exceptions/Notes
Anxiety/Mental health/bad day	<b>Unauthorised</b>	In line with <a href="#">Educational Psychologist guidance</a> , absences should be unauthorised as school attendance is still an expectation regardless of anxious thoughts/feelings. Lateness can be accommodated instead of absence. Avoiding the stressful situation may well make the anxiety worse	Exception: if a mental health professional (GP, CAMHS, Ed Psych) has advised school that the child cannot attend <i>even with reasonable adjustments in place</i> . If so, alternatives need to be explored
Bad night/no sleep	<b>Unauthorised</b>	Tiredness is not an <i>unavoidable</i> reason for absence. Keeping busy during the day will aid the next night's sleep. Allowing to stay off school and sleep with exacerbate sleep cycle issues	If persistent, <a href="#">NHS guidance</a> on sleep is available.
Bullying	<b>Unauthorised</b>	Expectation is that the child/parent engages with school to resolve the issues, as avoiding them will likely exacerbate them or lead to a cycle of avoidance.	Exception: the rare case that the school accepts they cannot keep the child safe. This should be authorised (but resolved!)
Conjunctivitis	<b>Unauthorised</b>	Child is expected to attend school, in line with <a href="#">NHS guidance</a> .	Exception: if accompanied by high temperature. If so, GP intervention is expected. <b>This is commonly misunderstood by parents - attendance officer should advise them on the first day of absence.</b>
Hand, Foot and Mouth	<b>Unauthorised</b>	<a href="#">NHS guidance</a> is to still attend school.	Exception: if the child has a high temperature or is also too unwell to function.

			<b>This is commonly misunderstood by parents - attendance officer should advise them on the first day of absence.</b>
Head Lice	<b>Unauthorised</b>	<a href="#">NHS guidance</a> is to still attend school.	<b>This is commonly misunderstood by parents - attendance officer should advise them on the first day of absence.</b>
High temperature/fever	<b>Authorised</b>	<a href="#">NHS guidance</a> is to remain off school until temperature has returned to normal.	If recurring (3 or more in a short period of time), the parent is expected to see medical support.
Impetigo	<b>Authorised (time-limited)</b>	<a href="#">NHS guidance</a> is to avoid school until: sores have crusted over <b>or</b> 48 hours after starting antibiotics. GP intervention is expected.	<b>This is commonly misunderstood by parents - attendance officer should advise them on the first day of absence.</b>
Migraines	<b>Authorised</b>	In order to be considered a migraine, they must have been diagnosed by a GP (otherwise, refer to 'minor ailments, headaches').	<a href="#">NHS advice</a> is to seek GP involvement if symptoms cannot be managed by over the counter medications. If diagnosed but frequently recurring, advise that further medical involvement is required to continue authorising to ensure school can be certain all avenues are explored. <b>Unauthorise</b> if frequently occurring but no further GP intervention is sought by the parent.
Minor ailment (cough/cold, sore throat, headache, stomach ache, 'feels sick', 'unwell')	<b>Unauthorised</b>	<a href="#">NHS guidance</a> stipulates that children can attend school when suffering from minor ailments.	Unless accompanied by high temperature and/or sickness/diarrhoea).

Exclusion ended, but has not returned	<b>Unauthorised</b>	Parents are advised in the exclusion letter the expected date of return. Even if no meeting has taken place, pupils will work in isolation/exclusion room until the meeting has taken place.	
Period Pains	<b>Unauthorised</b>	<a href="#">NHS guidance</a> stipulates that periods should not affect day-to-day function	If they are more severe than typical, advice is to see GP for management.
Refusal	<b>Unauthorised</b>	Even if the parent is acknowledged to be doing all it is possible to do, absences must remain unauthorised as it is an unacceptable reason to be absent from school. Authorising it would condone the child's actions.	Steps need to be taken to challenge refusal, either through supporting parents or enforcing parental expectations.
Sickness and diarrhoea	<b>Authorised</b>	NHS advice is to remain off school for 48 hours after symptoms have stopped.	If frequently occurring, advise to seek GP support to rule out underlying causes (eg IBS). Can be <b>unauthorised</b> if frequent, and no GP support is sought.
Tonsillitis	<b>(Usually) Authorised</b>	Although <a href="#">NHS guidance</a> states that tonsillitis alone does not require time off school, if accompanied by other symptoms that mean 'you do not feel well enough to do your normal activities' you should 'try to stay at home and avoid contact with other people until you feel better'.	Expectation is that recurring tonsillitis is referred to the GP for investigation. Return to school is expected as soon as the child is well enough (not necessarily at the end of the antibiotics course, if prescribed). Sore throat without tonsillitis diagnosis is unauthorised.
Truancy	<b>Unauthorised</b>	Even if the parent is acknowledged to be doing all it is possible to do, absences must remain unauthorised as it is an unacceptable reason to be absent from school.	Steps need to be taken to challenge refusal, either through supporting parents or enforcing parental expectations.  Parents <b>must</b> be notified of the truancy, as with any

		Authorising it would condone the child's actions. Parent is expected to make all efforts to return the child to school once notified of truancy	other unreported absence for safeguarding reasons.
--	--	--	--